



Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
must be in MS Excel format

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- Calbayog City in the CSC website:

RONALDO P. AQUINO, CPA

City Mayor

Date:

16-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE I (Utility Worker I)	995	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required		LGU CALBAYOG

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 31, 2018:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

NOTE: This office highly encourage all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RONALDO P. AQUINO, CPA

City Mayor

City Hall, Calbayog City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.